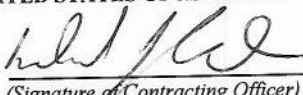


<b>AMENDMENT OF SOLICITATION</b>			1. CONTRACT ID CODE		PAGE OF PAGES 1   4		
2. AMENDMENT/MODIFICATION NO. <b>A001</b>		3. EFFECTIVE DATE <b>05/15/2015</b>		4. REQUISITION/PURCHASE REQ. NO. <b>PR4139239</b>		5. PROJECT NO. (If applicable)	
6. ISSUED BY  Department of State American Embassy in Ankara Ataturk Blv. No: 110, Kavaklidere Ankara		CODE		7. ADMINISTERED BY (If other than Item 6) CODE			
8. NAME AND ADDRESS OF CONTRACTOR (NO., street, city, county, State, and ZIP Code)  POTENTIAL OFFERORS for the "Janitorial Service for the "TEMPORARY OFFICE"				9a. AMENDMENT OF SOLICITATION NO. <b>STU150-15-Q-3007</b>			
				9b. DATED (SEE ITEM 11) <b>03/17/2015</b>			
				10a. MODIFICATION OF CONTRACT/ORDER NO.			
				10b. DATED (SEE ITEM 13)			
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>							
<p><input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input checked="" type="checkbox"/> is extended, <input type="checkbox"/> is not extended</p> <p>Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers.</p> <p><b>FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER.</b> If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.</p>							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b)							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return <u>      </u> copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)							
<p><b>Amendment to the solicitation is issued to reflect the following changes:</b></p> <p>1- The SOW is revised per the attached.</p> <p>2- The site visit date is revised as 05/28/2015 at 13:00 hours and due date of the offers changed to 06/08/2015 at 15:00 hours.</p> <p>Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.</p>							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME OF CONTRACTING OFFICER <b>Michael Fundahn</b>			
15B. NAME OF OFFEROR  <b>BY NOT APPLICABLE</b> (Signature of person authorized to sign)		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA  BY  (Signature of Contracting Officer)		16C. DATE SIGNED <b>05/15/2015</b>	



**CONTINUATION TO SF-1449,  
RFQ NUMBER STU150-15-Q-3007  
SCHEDULE OF SUPPLIES/SERVICES, BLOCK 20  
DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

**1. SCOPE OF WORK**

The purpose of this fixed price contract is to obtain janitorial services for real property owned or managed by the "TEMPORARY OFFICE". The Contractor shall perform janitorial services in all designated spaces including, but not limited to halls, offices, restrooms, work areas, entrance ways, lobbies, storage areas, elevators and stairways. The contract will be for a one year period from the date of the contract award, with 4 one-year options.

The Contractor shall furnish all managerial, administrative, and direct labor personnel that are necessary to accomplish the work in this contract. Contractor employees shall be on site only for contractual duties and not for other business purposes.

**1.1 General Instructions**

The Contractor shall prepare general instructions for the work force. The Contractor shall provide drafts to the Contracting Officer's Representative (COR) for review within thirty days after contract award. The Contracting Officer's Representative must approve these general instructions before issuance.

**1.2 Duties and Responsibilities**

1.2.1 Certain areas listed in paragraph #3 require an escort and can only be entered during scheduled times. The General Instructions shall emphasize security requirements so that accidental security violations do not occur.

1.2.2. Contractor shall schedule routine cleaning requirements to ensure that these are done in the order and time frame that are most efficient and have the least impact on normal operations. They are to be performed on a daily basis.

1.2.3. Contractor shall schedule periodic cleaning requirements so that it causes minimal disruption to the normal operation of the facility. The COR shall determine the schedules presented which meet the needs of the individual facility.

1.2.4. Temporary Additional Services are services that are defined as Standard Services but are required at times other than the normal workday. These services shall support special events at the Post. The Contractor shall provide these services in addition to the scheduled services specified in this contract. The COR shall order these services as needed basis. This work shall be performed by Contractor trained employees, and shall not be subcontracted. The COR may require the Contractor to provide temporary additional services with 24 hour advance notice.

1.2.5 The Contractor shall include in its next regular invoice details of the temporary additional services and, if applicable, materials, provided and requested under temporary additional services. The Contractor shall also include a copy of the COR's written confirmation for the temporary additional services.



### **1.3 Types of Services**

#### **Standard Services shall include the following work:**

The facility is 483 sqm, consisting of three stand-alone offices on one work station each, shared office space for 19 additional work stations, two conference rooms, one male and one female bathrooms, kitchenette, office machine alcove, interview room, lobby, guard booth, and additional storage, technical and utility space.

Contractor shall schedule routine cleaning requirements to ensure that these are done in the order and time frame that are most efficient and have the least impact on normal operations. Standard Services are to be performed Monday and Thursday of each week. In case of those days fall on the official holidays, then the following work day of the official holiday will be cleaning date.

Contractor shall schedule periodic cleaning requirements so that it causes minimal disruption to the normal operation of the facility. The COR shall determine the schedules presented which meet the needs of the individual facility.

#### **1.3.1 Cleaning Requirements of two days (Mondays and Thursdays) per week shall consist of:**

1.3.1.1 Sweeping all floor areas including damp mopping of areas such as tile, linoleum, marble floors, staircases and public areas. Floors shall be free of dust, mud, sand, footprints, liquid spills, and other debris. Chairs, trash receptacles, and easily moveable items shall be tilted or moved to clean underneath. The frequency may be higher than once per day when it is rainy or snowy. When completed, the floor and halls shall have a uniform appearance with no streaks, smears, swirl marks, detergent residue, or any evidence of remaining dirt or standing water.

1.3.1.2 Dusting and cleaning all furniture including desks, chairs, credenzas, computer tables, telephone tables, bookshelves with or without glass doors, coat racks, umbrella stands, pictures, maps, telephones, computers and CRT screens, lamps and other common things found in an office environment. All furniture shall be free of dust, dirt, and sticky surfaces and areas.

1.3.1.3 Vacuuming all clean rugs and carpets, runners, and carpet protectors so that they are free from dust, dirt, mud, etc. When completed, the area shall be free of all litter, lint, loose soil and debris. Any chairs, trash receptacles, and easily moveable items shall be moved to vacuum underneath, and then replaced in the original position.

1.3.1.4 Thorough cleaning of toilets, bathrooms, mirrors, and shower facilities, using suitable non-abrasive cleaners and disinfectants. All surfaces shall be free of grime, soap scum, mold, and smudges. The Contractor shall refill paper towels, toilet paper, and soap in all bathrooms. The Contractor shall check those areas used by personnel visiting the chancery several times daily to ensure that the facilities are always clean and neat.

1.3.1.5 Emptying all wastepaper baskets, ashtrays and washing or wiping them clean with a damp cloth, replacing plastic wastepaper basket linings and returning items where they were located.

1.3.1.6 Cleaning of glasses, cups, and coffee services in conference facilities and in the Ambassador's office area. The Contractor shall clean the items in hot soapy water and rinse, dry and polish so that a presentable appearance is maintained.

1.3.1.7 Removing any grease marks or fingerprints from walls, doors, door frames, radiators, windows and window frames, glass desk protectors, reception booths and partitions.

1.3.1.8 Removing trash to designated area as directed by the COR, and keeping trash area in a reasonably clean condition.

1.3.1.9 Sweeping debris from walkways and driveways and hose cleaning them during appropriate climatic and water use conditions.

**1.3.2 Monthly Cleaning Requirements shall consist of:**

1.3.2.1 Dusting tops of tall furniture, tops of picture frames and areas not covered in daily dusting.

1.3.2.2 Spot cleaning baseboards and walls.

1.3.2.3 Spot waxing and polishing floors as needed.

1.3.2.4 Cleaning the FE/BR (Forced Entry/Blast Resistant) windows, at the rear exterior, or in hard line internal doors and windows should be cleaned by only warm water, no detergents should be used. Cleaning inside window glass and sash of smudges and accumulated dirt.

**1.3.3 Quarterly Cleaning Requirements shall consist of:**

1.3.3.1 Dusting window sills and blinds.

1.3.3.2 Cleaning major appliances inside and out including vacuuming dust from around motor areas.

1.3.3.3 Wiping window blinds with a damp cloth to ensure that all smudges are removed.

**1.3.4 Semi-Annual Cleaning Requirements shall consist of:**

1.3.4.1 Shampooing carpets in all areas.

1.3.4.2 Cleaning light fixtures using appropriate methods to restore the original luster to the fixtures.